



ST. PATRICK'S COLLEGE, CAVAN

CODE OF BEHAVIOUR

Mission statement

St. Patrick's College, Cavan has at its heart the mission and ministry of Jesus Christ.

It is a school where Gospel values are central to all aspects of school life, a school which cares for the faith and personal development of each student and reaches out to the Catholic and wider Christian community.

This College strives to provide a rich and diverse curriculum, catering for the needs of each individual student, in a safe and secure environment. It strives for excellence in areas of creative arts and sport, social concern and spiritual values. Students are encouraged and challenged to realise their full potential as human beings.

This College is an inclusive and respectful community, welcoming students of all denominations and of none.

AFFIRMING AND SUPPORTING GOOD BEHAVIOUR

St Patrick's College recognises the contribution of all members of our school community. Each has a role in and responsibility for the promotion of good behaviour and dealing with and minimising negative behaviour.

The school places particular emphasis on good behaviour acknowledging it when it is evident as well as recognising the individual and collective achievements of the students. The vast majority of students obey the school Code of Behaviour. The College and its teachers will use the following methods to reward students for upholding the College Code of Behaviour:

- Verbal praise of Student by Teacher, Class Tutor and Year head
- Positive comment regarding Student to the Tutor, Year head, Deputy Principal and Principal
- Leadership role given to Student e.g. Class Senior, Team Captain, Mentor, Prefect etc.
- Responsibility given to help out at certain College Events e.g. Parent/Teacher Meetings, Open Evening etc.
- Brief positive (merit) notes to Parents using the Student Journal.
- Achievements highlighted on electronic and Student Notice Boards.
- Display of Student Work.
- Achievements highlighted on the College Newsletter/Web Site.
- Award for Class Student of the year and overall Student of the Year in Leaving Certificate Year.
- Commendation in school reference.

Rules are necessary in any organisation and schools are no different. Therefore the following rules have been drawn up to create an environment and atmosphere within which students can learn and teachers can teach. Good behaviour helps to create this environment.

It involves respecting oneself, fellow students, staff and all school property.

THE COLLEGE EXPECTS

1. That you come to school each day on time

Students must attend all assemblies, classes and other functions as arranged by the College Authorities on time, in full uniform, with full attention and good behaviour. Students must ensure that they have their School Journal and all books/equipment required for that particular subject/event/class.

2. That you respect those people working in your school community

- a. Students must respect the rights of fellow students in all matters of personal dignity, religion, study, recreation and personal property. Behaviour, which would endanger the health and safety of other students, or members of the College Staff, or visitors to the school, is strictly forbidden.
- b. Bullying of any kind will not be tolerated. A student who does not respond to remediation strategies employed by the school may be suspended or excluded from the school. **(See our Anti-Bullying Policy)**
- c. It is the policy of the Board of Management that any student(s) engaging in what is known, as "jocking"/ "wedging" should be suspended by the Principal.
- d. Students must comply with the instructions of College Staff, both teaching and non-teaching, and must complete all homework and sanctioned work on time and as specified by teachers. Students must respect the rights of the Principal and the Staff, both within and outside the school. Students must show respect to teachers in the classroom and on all occasions of student-teacher contact. Verbal abuse or physical assault on a teacher, within or outside the school, will result in suspension or exclusion from school.

3. That you behave and act in a proper manner while attending or when representing the School

- a. Students must stay within the bounds specified for students and wear the College Uniform as specified by the College Authorities.
- b. Students must not willingly disfigure damage or take property belonging to the College or others.
A student so doing will be expected to pay for repair and/or replacement and he may face suspension.
- c. Accidental damage must be reported.
- d. Students must not in any manner damage the good name and reputation of the College.

4. That you are not involved in introducing illegal or dangerous items

The introduction, possession or use of alcohol, tobacco, drugs, pornography, fireworks or any dangerous object (e.g. a knife) is strictly forbidden. A student in breach of this rule **will be suspended. Furthermore, he is liable to exclusion from the school.**

5. That you obey specific Behavioural Rules

- a. It is the policy of the Board of Management that undisciplined behaviour by any student(s) towards the end of the year or during the Public Examinations should not be tolerated. Such behaviour may lead to immediate suspension or exclusion and the student(s) concerned may not be allowed to take their examination at St. Patrick's College, Cavan.
- b. Students must obey all REGULATIONS as decided and announced or displayed by the College Authorities from time to time.

Failure to follow any of the above rules will result in sanctions up to and including suspension and exclusion.

THESE RULES ARE SUBJECT TO REVIEW

Stages in Disciplinary Procedures

Stage 1: Teacher issues warning, verbal reprimand and note in journal.

Individual teachers will deal with misbehaviour in class or wherever they occur. The teacher may write a note in the Student Journal for signing by the parent/guardian. The teacher may also directly contact the parent/guardian.

The following is a list of some misdemeanours, which will normally be dealt with by a class teacher:

- Inattention in class, distracting others and talking
- Being late for class without a note
- No books, materials or resources for class
- Eating and drinking in class
- No homework completed
- Failure to wear correct uniform

Stage 2: Teacher issues verbal or written sanction in student journal.

For repeated and persistent misbehaviour arising from Stage 1 the teacher issues verbal sanction, note in journal and punishment exercises, or extra work appropriate to current areas of study. Other sanctions such as classroom detention, etc. are deemed appropriate. An Incident Report may be submitted to the Year Head folder. The teacher may also directly contact the Parent/Guardian.

- Use of mobile phone/electronic equipment without permission (automatic confiscation and signed into the school office by the teacher)

Stage 3: Teacher refers issue to the Year Head by writing an Incident Report

Failure by a student to remediate their behaviour at stage 2 will be deemed serious misconduct and the student will be referred to the Year Head. The teacher will fill out an Incident Report and submit it to the Year Head folder. The Year Head will investigate the incident and use a range of sanctions including:

- Sending a letter to the Parent(s)/Guardian outlining the behaviour and requiring an improvement
- Imposing a Work Pack

Stage 4: Year Head oversees on-going behaviour

Where a student has recurring behavioural difficulties or difficulties across a number of classes the Year Head oversees the on-going behaviour of the student and may use a range of interventions such as:

- Allocating After School Detention
- Contacting parent/s
- Putting a student on report.
- Organising a meeting with parent/s
- The Year Head may engage the support of the teacher, Guidance Counsellor, Learning Support Co-ordinator, Chaplain, Deputy Principal and Principal in seeking solutions
- Withdrawal from class may be sanctioned with written work or behavioural work packs given.

Stage 5: Year Head refers student behaviour to the Disciplinary Council

Serious offenders and students who fail to respond to a range of interventions may go before the Disciplinary Council, which will consist of the Principal, Deputy Principal and the relevant Year Head. The following is a list of some misbehaviour, which may warrant referral to this stage:

- Persistent inattention in class, continually distracting others and constantly talking,
- Persistently late for class without a note,
- Not wearing the specified school uniform,
- Continual use of mobile phones/electronic devices,
- No homework completed on a regular basis,

- Being verbally abusive to a staff member or other student,
- Use of bad language,
- Smoking on school premises or environs,
- Bullying of other students,
- Leaving the school premises without permission.

Further sanctions and interventions may include:

- Issuing a written warning
- Placing a student on a Contract of Behaviour
- Parental meeting with Disciplinary Council
- Suspension from school

The following is a list of some high-level misbehaviour, which will normally be dealt with by a Year Head and senior management (principal/deputy principal). These may proceed directly to Stage 6/7:

- Assault, threat or abuse of a staff member by a student,
- Assault, threat or abuse of a student by a fellow student,
- Damage to property,
- Placing at risk the health and/or safety of a staff member or pupil,
- Possession, sale, consumption or distribution of alcohol or illegal drugs,
- Possession of offensive weapons,
- Theft within the school,
- Serious misbehaviour in school, its environs or on school-related activities.

Stage 6: Internal Suspension with work given

The Disciplinary Council meets to consider offences where Suspension from School may be warranted. The Principal (or in his absence, the Deputy Principal) imposes suspensions from school. A letter will be posted to parents and they may be contacted by phone or by letter, delivered by hand, in advance of suspension. The student may be instructed to bring a copy of the letter home with him for his parents/guardians. (Suspension Policy available in the College)

Stage 7: Suspension 1

Stage 8: Suspension 2

Stage 9: Suspension 3 – Possible Referral to BOM for longer suspension

Stage 10: Referral to BOM with recommendation to exclude pupil

The Principal reserves the right to recommend to the Board of Management that a student should be excluded from the school. The Board of Management reserves the right to exclude any student or students whose conduct has disrupted the life of the school or threatens the rights of students, teachers or staff of the school.

Generally the school will follow the above disciplinary procedures. However, the school reserves the right to depart from these stages if it considers it advisable to do so.

Our Code of Behaviour is connected in its operation to other policies that currently operate in the school and that will operate in the future. These are:

- The School Rules
- The Child Protection Policy
- The Anti-Bullying Policy
- The Substance Abuse Policy
- The AUP (Acceptable Users Policy) Internet and Email Policy
- The Social, Personal and Health Education Programme
- The Health and Safety Statement
- The Homework Policy

The Teaching Staff, Student Council, Parents Association and Board of Management have been consulted in drawing up this Code.

Form of acceptance of Code of Behaviour

We have read the General Rules and Regulations of St. Patrick's College, Cavan and we fully understand them. We accept their content and agree to abide by them.

Signature of Parents/Guardians:

Signature of Student:

Date: ____/____/____

Signed on behalf of the school by:

Date: ____/____/____

As acceptance of the Code of Behaviour is a condition of enrolment in St Patrick's College, please complete this form by September 1st 2021.

Permission

During the school year your son may be asked to represent the College either by travelling to a sporting or educational event outside of the school grounds or outside the normal school hours. These out of school grounds/times require permission from his Parent/Guardian.

Please sign below to give permission.

Date: ____/____/____

Photo Disclaimer

Photographs and recordings are taken of students in the course of normal school business. We seek your permission to allow the school to use these photographs at the discretion of the school authorities in school publications/website/displays. If you do not wish to consent to the above please inform the school in writing at the start of the school year.

Important school procedures

Contact Details

The school must be able to contact parents at all times, especially in an emergency. **Parents must supply a current and active phone no. and address.** The school must be notified of any changes to either. In the event that the school is attempting to contact parents and is unable to do so a student may be asked to remain at home until contact is established.

Uniform:

Students are expected to have a sense of personal pride and present themselves neatly. Hence full uniform must be worn at all times and at all school functions within or outside the school. The school uniform for 2014/15 is as follows:

Trousers:	Standard, in navy blue
Shirt:	Mid-blue, plain
Pullover:	Navy for first to fifth years Navy with blue/yellow stripes at neck for sixth years All pullovers must have the school crest.
Shoes:	Black Shoes – worn to and from school
Jacket:	Official school jacket with the school crest/logo (no other jacket is acceptable)

- Runners may only be worn at lunch-time and when instructed for sports.
- Non uniform items such as hats, hoodies, non-school jackets and runners are not acceptable
- Collarless vests/t-shirts may be worn under the uniform as long as they are not visible.
- The official jacket only may be worn whether going to or from school and in school
- The College sports tops are not part of the school uniform and may not be worn as such
- The school authorities will determine standard shoes, shirts, trousers etc.
- School uniform is required for all school trips unless authorised by school Principal/Deputy Principal.

Uniform Sanctions:

Any student not wearing the correct uniform will be receive a sanction. Non-uniform jackets will be confiscated for a period of time.

Refusal to wear the uniform or obey instructions regarding the wearing of the uniform will be dealt with severely as a disciplinary matter and sanctioned accordingly.

Hygiene and Appearance:

- Hair must be kept clean and tidy. Students with long hair must tie it back, for health and safety reasons.
- Students must be clean-shaven and are not allowed attend with **carved or engraved haircuts or outrageous colouring in their hair**
- The wearing of jewellery, necklaces, earrings, and body piercing or unapproved badges is strictly forbidden

Mobile phone/electronic devices policy

- Use of mobile phones/electronic devices are permitted at the following times:
10:50 – 11:05 and 1:05 – 1:45 only.
- Mobile phones or any electronic devices are not permitted in class unless where directed by teachers for educational use
- Phones and devices must be in a student's bag or locker turned off.
- Phones and devices are not permitted when moving between classes.

- If a student breaches the accepted times of usage **the following sanctions will apply:**
 - First instance – confiscation for three working days
 - Second instance – confiscation for ten working days
 - Refusal to hand up – parents will be called – confiscation for ten working days
 - Confiscated phones must contain SIM card
 - Parents will be informed when a phone is confiscated and when it will be available for collection by them.
- Any contact by a student in relation to going home or a disciplinary matter must be done through the Deputy Principal or Year Head. Where a student fails to adhere to these procedures a phone may be confiscated.
- **Photographing or recording any student or staff member is strictly forbidden.**
- **Students and staff who believe that their right to privacy has been infringed by the use of a camera/camera phone will be advised to report the matter to the Garda authorities.**

Attendance at school:

The Education Welfare Act requires all schools to keep a record of school attendance for use by the Education Welfare Board. An Education Welfare Officer will access this information and absences will be notified to him/her.

The following are our procedures for recording absences and lates:

Full Day Absence ... illness/appointment/bereavement

- On the day a student is absent, a parent/guardian should ring the College Office in the morning (before 10 am), giving the reason for the absence.
- On his return to school, the student must have a written explanation signed by his parent/guardian on the detachable slip in the School Journal and give the note to the Year Head at morning assembly

Partial Day Absence ... planned or unplanned

- When a student is arriving late he should report to the office and be signed in by his Parent/Guardian. Failure to do so will result in a sanction.
- If the absence is during the school day then the student must show the signed note, or permission forms in this journal, to the Attendance Officer, the Principal or the Deputy Principal prior to **being signed out by his Parent/Guardian in the office.**
- If a student is feeling ill then he must report it to his teacher who may refer him to the Office, the Principal or Deputy Principal who may then attempt to contact a parent/guardian regarding leaving the school.
- Students who leave without permission **must be accompanied by a parent** on their return

Failure to follow these rules will be treated as a disciplinary issue.

Punctuality

It is important to be on time for school at all times during the day. Students must be in school by 8:45am, class starts at 8.50am. Students who are late will receive a range of sanctions including a late penalty sheet, after school detention, signing in 15 minutes early or removal of privileges. After school detention will be 3.45 – 5:00 pm every second Tuesday.

- Three morning lates will result in after school detention.
- Ten lates will be considered persistently late and warrant a more serious sanction

School Journal

Every student must have a school journal. This is a record of their school activity and a means for parents and teachers to communicate. Students are expected to:

- have their school journal on their desk in each class

- record all classwork/homework
- present the school journal to teachers when requested
- bring absence notes and permission to leave notes in their school journal
- have a signed journal when out of class
- show their journal to a parent for signing each weekend
- keep their journal in a satisfactory condition
- **A €15 fee will apply for journals that are lost, damaged or defaced and have to be replaced.**

Homework

The setting of regular homework by teachers and its completion by students is a key activity in a school. It consolidates the work done in class and is generally where real learning takes place. Non-completion of homework undermines the work done in class and is considered a serious breach of a student's responsibility. As such it will be subject to sanction by the class teacher.

Change of subject

Any request for first and fifth year students to change subject choice can only occur in September and must be made in writing by the parent to the Deputy Principal.

Change of level

Requests to change levels will be considered on the basis of results in Halloween, Christmas, Mock or Summer exams. A standard form is available from the Principal.

Healthy eating and drinking

Parents should encourage students to eat and drink healthily. Sugar fuelled energy drinks adversely impact on students' ability to concentrate in class and are not to be brought into school. They will be confiscated. Bottled water is allowed in school but eating and drinking in class is strictly forbidden. For reasons of hygiene students must eat in the canteen.

Note: all bottles must be one litre or less. Bottles must be in the locker or school bag. They are not allowed on desks in class.

Chewing gum

Chewing gum is **strictly forbidden** in school. It has a terrible impact on the school environment, ruining floors, being stuck to desks and generally unhygienic. A fine may be imposed on offending students to contribute to the cleaning costs.

PREFECT SYSTEM:

Students are encouraged to develop a sense of responsibility and care for each other. Students in Fifth Year are encouraged to apply for the positions of prefect and to attend for interview. Training is offered to promote teamwork, leadership and communication skills.

MENTORING:

As older students often provide an important source of support for younger students, a mentoring system operates in the school. A number of Prefects are trained to support First Years during their transition from primary to a much larger school community. Each Mentor contacts the students in their group over the summer, prior to their first day in school.

STUDENT COUNCIL:

The Student Council of St. Patrick's College, Cavan has the following aims:

- To be approachable at all times and represent each student equally and fairly.
- To be unique to St. Patrick's College, Cavan.
- To voice the opinions of the student body on school related issues.

- To inform students of procedures in the school and their primary purpose.
- To support and co-ordinate initiatives such as various fund raising events, student newsletter and extra-curricular activities.
- To encourage students to become involved in the above.
- To promote a healthy and happy environment.

The Student Council works with the assistance of a Link Teacher from the teaching staff. A full copy of the constitution is available on request from the school.

PE CLASSES:

As exercise is very important for all, you are expected to take part in all physical education classes. However, where a medical condition exists, a doctor's certificate may be presented excusing participation in that class. You must however remain under the supervision of your teacher.

Any student who does not have sports gear or has no reason not to partake in PE class will be given punishment work by his teacher and if there is a repeat occurrence it will be treated as a disciplinary issue.

SCHOOL BOUNDS:

All students must remain within the school grounds. This means that students must not enter wooded areas, the area in front of the old school, the Pastoral Centre, the bus bay (except during times before 8.50 a.m. and after 3.45 p.m.) and any other areas outlined by school authorities. St Augustine's Building is out of bounds at break and lunch to all except first years. Leaving school grounds without permission will be dealt as a discipline matter.

APPEAL AGAINST THE PRINCIPAL'S DECISION TO SUSPEND A STUDENT:

- Parent/Guardians have the right to appeal to the Board of Management against a decision by the Principal to suspend their son.
- The appeal must be made in writing, stating details of the appeal and the grounds for same. It must be lodged with the Secretary of the Board of Management within five (5) days of receipt of written notice of suspension.
- The Board of Management will be summoned by the Chairperson to meet within five (5) days of receipt of such written appeal or as soon as is reasonable thereafter.

BANNED ITEMS:

The following items are not allowed in the school:

Correction fluid/Laser pens/Fireworks bangers etc./Knives/ Cigarettes and Smoking/Litter/Chewing Gum/Permanent Markers/ Alcohol/Pornography/Aerosols

Items may be added / removed at the discretion of management.

LITTER/GRAFFITI:

St. Patrick's College has embarked on a litter reduction campaign which will be enforced in the new building. Students will only be allowed to eat in the designated student canteen(s).

Any student who defaces school property may receive a period of suspension and will have to replace/repair any item damaged.

Adapted by the Board of Management: Date: 16/06/2021

Chairperson's signature: Barry Tierney